

## How to Create your SEPA Approval Passcode

*(updated 3/11/2019)*

If you have the user role of the **Local Authority IGA Manager** (CDDPs) or **Contractor IGA Manager** (Brokerages), part of the work you will be doing in eXPRS is accepting the **Service Element Prior Authorization (SEPA)** for the services you perform as a CME & are directly paid for (case management and/or administrative services).

The **SEPA** is the contractual element in eXPRS that increases or reduces the funding limits for services you provide. **SEPA**s for other direct client services that are paid directly from eXPRS to other rendering providers are managed & accepted by ODDS.

The services that a CME must accepted a SEPA for are:

CME Type	Accepts SEPAs for:
CDDPs (Local Authority)	<ul style="list-style-type: none"> <li>• <b>SE48</b>-CDDP Case Mgmt Svcs</li> <li>• <b>SE02</b>-DD Admin</li> <li>• <b>SE55</b>-Abuse Investigation Services</li> </ul>
Brokerages (Contractor)	<ul style="list-style-type: none"> <li>• <b>SE148</b>-Brokerage Case Mgmt Svcs</li> </ul>
State Kids (Local Authority)	<ul style="list-style-type: none"> <li>• ODDS Manages all SEPAs for State Kids Svcs</li> </ul>

Before the first time you accept a SEPA, you must first set up your **SEPA APPROVAL PASSCODE**. *The SEPA Approval Passcode is a password (or phrase) that is private to you alone; only you know what it is & you control it. The eXPRS user enrollment team does not manage SEPA Approval Passcode or passphrase resets.* You can change your passcode/passphrase at any time, as frequently as you like or need, once you are logged in to eXPRS.

### To set up or change your SEPA Approval Passcode/passphrase:

1. Log into eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs),

**Login**

Password accepted. Choose your organization and/or program area for this session.

You are in the Practice environment

<b>Login Name:</b>	cddpdemo1
<b>Password:</b>	••••••••
<b>Organization/Program Area:</b>	County (Local Authority) ▼

[Forgot your password?](#)

or **Contractor** (for Brokerages)

**Login**

Password accepted. Choose your organization and/or program area for this session.

You are in the Practice environment

<b>Login Name:</b>	brokdemo1
<b>Password:</b>	••••••••
<b>Organization/Program Area:</b>	Brokerage (Contractor) ▼

[Forgot your password?](#)

2. Once logged in & at your **eXPRS Home** page, click on **My Account** from the top menu bar.

3. In the **View User/My Account** page, you can see the details of your eXPRS user profile. Scroll down to the middle of the page and click on the **EDIT**. This will open the fields that you can edit/update on your user profile.

**View User**  
My Account

First Name:	CDDP	Middle Name:	
Last Name:	Demo User		
Prefix:		Suffix:	
Job Title:	Demo User		
Organization:	County		
Address Line 1:	123 W Main St		
Address Line 2:			
City:	SomeCity		
State:	OR	Zip Code:	97***
Phone:	(503) 555-1212	Email:	
Login Name:	cddpdemo1		
Identity Verification Question:	Who was your favorite childhood friend?		
Identity Verification Answer:	Ramona Quimby		
Account Lock Reason:			
Last Login Date:	3/11/2019		
Confidentiality Agreement Accepted Date:	9/20/2013		
Notes:			

**Roles for this User**

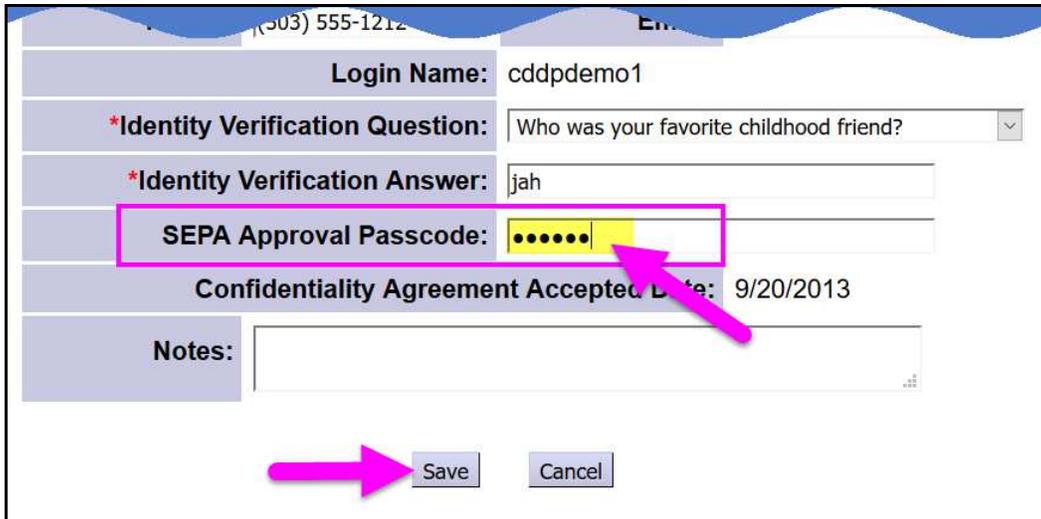
... roles that ... have expired

- Now in the **Edit User/My Account** page, scroll down the page until you see the section marked **SEPA Approval Passcode**. In the box next to that, **delete the string of dots** to clear them.

**Edit User**  
My Account

First Name:	CDDP	Middle Name:	
Last Name:	Demo User		
Prefix:		Suffix:	
*Job Title:	Demo User		
*Identity verification Question:	Who was your favorite childhood friend?		
*Identity Verification Answer:	Ramona Quimby		
SEPA Approval Passcode:	.....		
Confidentiality Agreement Accepted Date:	9/20/2013		
Notes:			

5. With the previous dots deleted, **you can now enter a password or phrase of your choice** in the text field. Be sure to pick something you can easily remember or note it & keep in a secure location, so you can remember it later. If you do forget your **SEPA Approval Passcode**, you can simply change it again to something else.

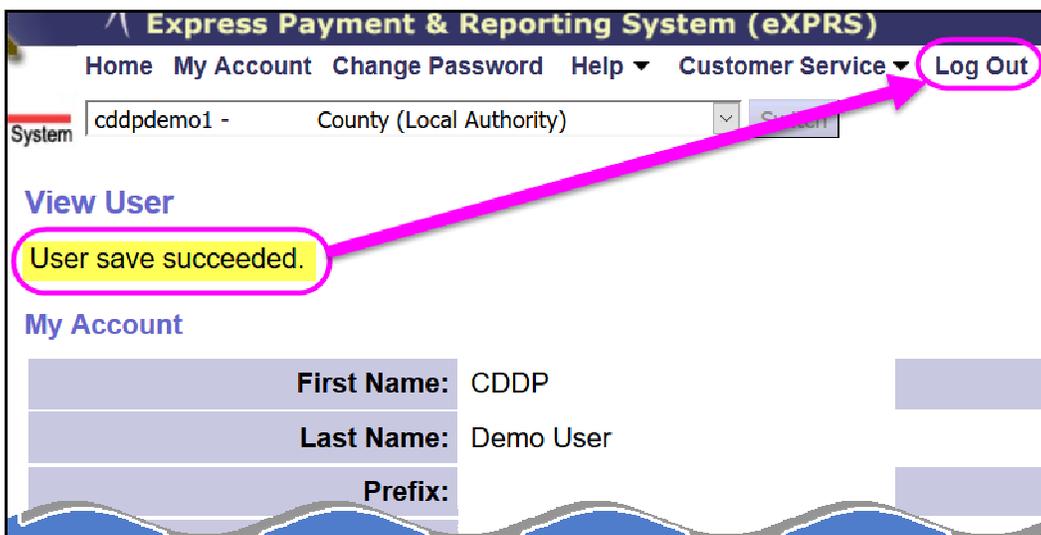


The screenshot shows a web form for setting a SEPA Approval Passcode. The form includes the following fields and elements:

- Login Name:** cddpdemo1
- \*Identity Verification Question:** Who was your favorite childhood friend?
- \*Identity Verification Answer:** jah
- SEPA Approval Passcode:** A text field containing six dots, highlighted with a pink box. A pink arrow points to this field.
- Confidentiality Agreement Accepted Date:** 9/20/2013
- Notes:** An empty text area.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom. A pink arrow points to the 'Save' button.

Click **SAVE** to save your passcode/phrase entered.

6. With your **SEPA Approval Passcode**/phrase saved, you will need to **LOG OUT** to activate it on your user account.



The screenshot shows the 'Express Payment & Reporting System (eXPRS)' interface. The top navigation bar includes 'Home', 'My Account', 'Change Password', 'Help', 'Customer Service', and 'Log Out'. The 'Log Out' button is circled in pink. Below the navigation bar, the user's session information is displayed: 'System: cddpdemo1 - County (Local Authority)'. A yellow message box with a pink border says 'User save succeeded.', with a pink arrow pointing from it to the 'Log Out' button. Below the message, the 'My Account' section shows the user's details: 'First Name: CDDP', 'Last Name: Demo User', and 'Prefix:'. The bottom of the page features a decorative blue and white wave pattern.

7. You can now log back in to eXPRS and accept any SEPAs necessary. Please see the user guide [How to Accept a SEPA](#) for instructions on accepting SEPAs.